

**BY ORDER OF THE COMMANDER,  
354TH FIGHTER WING (PACAF)**



**AIR FORCE INSTRUCTION 31-501**

**354TH FIGHTER WING**

**Supplement 1**

**20 SEPTEMBER 2003**

**Security**

**PERSONNEL SECURITY PROGRAM  
MANAGEMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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(SSgt William F. Tolbert III)  
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**SUMMARY OF REVISIONS**

**This document is substantially revised and must be completely reviewed.**

**AFI 31-501, 1 August 2000, is supplemented as follows:**

5.1.1.1. Commanders, staff agency chiefs, and unit security managers must ensure packages are received by 354 SFS/SFAIP within 30 days of the date annotated in Block 12 of the AF Form 2583, *Request for Personnel Security Action*. The Personnel Security Program Manager (PSPM) will annotate the personnel security investigation request date in the remarks section prior to returning the AF Form 2583 to the requesting unit.

5.2. The installation commander will designate, by letter, persons to authenticate forms requesting personnel security investigations. Chief, Security Forces will keep HQ PACAF/SFI advised of the name, SSN, grade, DEROS, and duty phone number of those personnel designated as authorized requestors.

6.2.1. Security Managers will check the status of all pending clearances for adjudication on a weekly basis.

7.4. All unit security managers must have a Clearance and Access Verifications System/Automated Security Clearance Approval Systems (CAVS/ASCAS) Roster and a Clearance and Access Verifications System Periodic Reinvestigation /Automated Security Clearance Approval Systems (CAVS PR/ASCAS) Error Roster current for each calendar month. Unit security managers will ensure all PRs are suspended to the individual and this suspense date will be forwarded to the 354 SFS/SFAI for tracking.

8.2.1. Immediate commanders will contact the security information file (SIF) custodian, as a minimum, each 60-days to ensure the custodian has been kept abreast of relevant actions and changes in status affecting the subject of the file. This 60-day update may be accomplished by telephone. The SIF custodian will be notified by the Security Manager and will maintain a record of the conversation in the SIF.

8.2.2.6. Whenever an individual, who is the subject of a SIF, receives an assignment notification, the unit commander will notify the SIF custodian 90-days prior to the individual's reassignment.

8.2.2.7. Installation Security Program Manager (ISPM)/PSPM will send a completed AF Form 74, *Communications Status Notice/Request*, with each SIF, by First Class Mail, to ensure the file has been received.

JAN-MARC JOUAS, Colonel, USAF  
Commander